

# Electronic Reporting Options/Directions for 2004 Physical Fitness Test

## Reporting Physical Fitness Data

Once the data from physical fitness testing has been collected for each school, school districts or their contractors must select one of the following options.

1. **Internet data entry.** This is a good option for school districts with smaller numbers of students. The district representative enters individual student data one-by-one into a web page data-collection form. To select this option you must enter the District Fitness Coordinator's password. To obtain the password, see below.
2. **Standard Format Files attached to e-mail.** Individual student data are compiled into one file, then attached to an e-mail message to Educational Data Systems (EDS). Files larger than two megabytes (approximately 8,200 students in flat ASCII file format) should be sent by Option 3.
3. **CD-ROM or diskette in standard format files.** Individual student data are compiled then stored on CD-ROM or diskette and forwarded to EDS.

## Obtaining a Physical Fitness District Coordinator's Password

If your district has a Physical Fitness Coordinator, contact him/her for the password. If not, the district must complete the District Fitness Coordinator Contact Survey and fax the completed form to EDS. A password will be sent to the coordinator by e-mail. The form is available at <http://www.eddataonline.com/fitness/2004>.

## Standard File Formats

EDS will accept data in a number of standard Windows PC file formats, as listed below. Please leave entries blank or null for tests not taken. The scoring programs treat a result of zero differently from a blank score, the former scored as a test taken with a result of zero, such as 0 push-ups were achieved, and the latter scored as a test not taken.

1. **Flat ASCII file.** Files in this format are relatively small. Please read the School and Student Record layouts (Appendices C and D) for details on the file specifications required for this format. The file layouts are also available on the Web site: <http://www.eddataonline.com/fitness/2004>.
2. **MS Excel / MS Access Templates.** These files are larger than the flat ASCII files, and Excel or Access must be installed on your computer. You may download a pre-formatted template (in four different formats) from the web page, or you may contact EDS for a diskette and instructions. This option includes Excel 6.0 or 5.0, Access '97 or Access 2000.
3. **FitnessGram 6.0 Custom Export.** Districts who use *Fitnessgram* Software to collect their fitness data should export the data using the custom format option and save the file as Excel 5.0.

## Macintosh Users

Macintosh users may use the same data submission methods and file formats described above. Since files created on a Macintosh can look different on a Windows PC, please let us know if you have used a Macintosh to create your files.

## Submission Deadline:

Data will be collected February through May 2004 and must be submitted by June 30, 2004, to Educational Data Systems.

## Additional Information:

Contact Maryse Doss, Fitness Project Manager  
Educational Data Systems at:  
Toll Free: (800) 532-4424  
Telephone: (408) 776-7646  
Fax: (408) 776-7696  
E-mail [fitness@eddata.com](mailto:fitness@eddata.com)  
Web site: <http://www.eddataonline.com/fitness/2004>